

Ryan White Planning Body: Meeting Agenda & Minutes
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Membership Workgroup Meeting Details

Time	Wednesday, August 21, 2019; 1:00 PM – 2:05 PM
Location	3205 Freedom Drive, Charlotte; Suite 4000
Attendance	Annette Huffstead (Chair), Bruce Trujano, Chelsea Gulden, Kayla Earley (non-voting)
Meeting goals	<ol style="list-style-type: none">1. Understand membership qualifications & process for becoming a member2. Review pending Membership Applications and recommend candidates for membership3. Begin planning PB Game Night (Purpose: To introduce PB members to each other and to garner interest from potential candidates)

Agenda

Topic	Facilitator	Time
Review membership qualifications and process for becoming a member	Annette Huffstead	1:00-1:15
Review pending applications & vote to approve, decline, or pend membership applications	Everyone	1:15-1:45
Pick a date/location & brainstorm promotion activities for Planning Body Game Night	Everyone	1:45-2:20
Schedule next Membership Workgroup meeting	Annette Huffstead	2:20-2:30

Action Items for follow up	Assigned To	Due Date
Contact members who have missed last 2 meetings	Annette	9/4/19
Notify applicants of application status	Annette & Kayla	8/28/19
Add goal-set to PB Reflectiveness Roster	Kayla	8/28/19
Attend next Membership Workgroup meeting: October 23; 1:00-2:30; Room TBD	Members	10/23/19

Notes

Membership Process

Membership Chair Annette Huffstead opened the meeting by reviewing the Ryan White Planning Body Policies & Procedures for Membership to ensure that members are aware of requirements before selecting new members. Kayla Earley reviewed the PB Reflectiveness Worksheet with members.

Per Chelsea Gulden's advice, the following procedure will be implemented by the Membership Chair when members miss meetings:

1. After first missed meeting, Membership Chair will email/text member with a light-hearted "We miss you" message to validate importance of each member.
2. After second missed meeting, Membership Chair will call member to discuss barriers to attendance, how PB can ensure the person feels welcomed, and other concerns.
3. After third missed meeting, Membership Chair will notify member of termination.

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Exceptions are allowed for consumers with medical needs and may be made for members who notify Membership Chair and/or PB Leadership of reason for missing a meeting.

Membership Applications

Members reviewed 3 pending membership applications and compared needs with PB Reflectiveness Roster. Decisions were approved with consensus:

1. GB approved for membership. GB has attended 1 meeting and was paired with a “buddy,” who recommended him for membership after her interactions with him. Members spoke highly of GB’s willingness to jump in and participate and feel he is a good fit for the PB in addition to meeting reflectiveness needs.
2. ES is approved for future membership, and acceptance is on hold until additional unaligned consumers are added. Otherwise, ES’ participation will skew the consumer percentages. ES is well-known and highly praised by one member attending this meeting and demonstrated to be a good fit based on her application.
3. DP will remain pending, as he has taken on many new job/volunteer responsibilities that have prevented him from attending meetings this fiscal year. Huffstead and Earley will contact him to invite him to future meetings and ensure he knows he is welcome to attend when he can. The Membership Workgroup will revisit DP’s application once he attends 3 meetings.

Huffstead and Earley will contact applicants accordingly to notify them of application status.

Planning Body Game Night

Per discussion in the Planning Body’s first Leadership Development Workshop on Volunteer Management, the Membership Workgroup is interested in supporting a Planning Body Game Night or another interactivity for the purpose of:

1. Introducing existing members to another and building rapport within the group, and
2. Orienting applicants and potential recruits to the PB’s work and members.

The Workgroup suggested ideas: Game night, bowling, trampoline park, escape room, and murder mystery dinner. Earley to investigate how Ryan White funds may be used to support any of these activities. The Membership Workgroup will present an informal vote to the PB on 9/18/19, allowing members and guests to select the activity(ies) that most interest them.

Next meeting

Members scheduled the next Membership Workgroup meeting to October 23, 2019; 1:00-2:30. Huffstead requested that the workgroup allot time during the next meeting to discuss orientation needs and timelines.

The meeting adjourned early at approximately 2:02 PM.
